

# CONTROLLED//PRVCY

## U.S. DOE - Naval Reactors Personnel Security Information Reporting Form (Legal Name Change)

**The individual filling out this form is responsible for ensuring no classified, Unclassified Controlled Nuclear Information, or Unclassified Naval Nuclear Propulsion Information is included or attached.**

Check box if this report is regarding some other cleared individual. Provide your contact information here. Leave blank any clearance holder information not known.

Name: (self-reporting leave blank)      Phone Number:      Unclassified Email Address:

### CLEARANCE HOLDER/APPLICANT INFORMATION THIS REPORT IS APPLICABLE TO

Today's Date:      Federal      Work Location (Site and City/State):  
Contractor

Name (Last, First, Middle):      Employer:

Date of Birth:      Last 4 SSN:      DOE# (If Known)      Clearance Level:      Special Access:  
HRP      SCI

Home Address:      City, State, Zip

Work Phone:      Home or Cell Phone:      Unclassified Email Address: (for any questions)

### Legal Name Change

Please provide the requested information regarding your name change.

Previous Last Name (include suffix):      Previous First Name:      Previous Middle Name:

New Last Name (include suffix):      New First Name:      New Middle Name:

Please provide a reason for this name change. **(Please note: If this change is due to a change in marital status, please instead complete the IR Form "Marriage, Divorce, Cohabitation with Name Change")**

**See next page for submission instructions -- Follow carefully to ensure received**

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Questions may be directed to the NR PERSEC Helpdesk: NRPERSEC.Helpdesk@nrp.doe.gov or 518-395-6373

I certify or affirm that the information on this form is true and correct, to the best of my knowledge.

Signature:

Date:

Signature may be electronic or wet.

## Submission Instructions

When complete, sign the form and forward to the Naval Reactors Personnel Security Office. Keep a copy of your submission for your own personal records.

Contact the NR Personnel Security Office for any form submission questions.

## Submission methods

**\* DO NOT SUBMIT BETWEEN DIFFERENT NETWORKS DUE TO SYSTEM COMPATIBILITY PROBLEMS \***

1. From NMCI, send to [steve.a.bowen.civ@us.navy.mil](mailto:steve.a.bowen.civ@us.navy.mil) AND [arthur.m.duvall.civ@us.navy.mil](mailto:arthur.m.duvall.civ@us.navy.mil)
2. From DOECO, send to [nrpersec.helpdesk@nrp.doe.gov](mailto:nrpersec.helpdesk@nrp.doe.gov)
3. From PrimeNet, send to [nrpersec@unnpp.gov](mailto:nrpersec@unnpp.gov)
4. From NNPP Net (high side), send to [nrpersec@nnpp.gov](mailto:nrpersec@nnpp.gov)
5. By FAX, 518-395-6078
6. By mail, US Dept of Energy, NR PERSEC, PO Box 1069, Schenectady, NY 12301-1069
7. From corporate and personal E-mail accounts, send via a password-protected PDF in an unencrypted mail to the Personnel Security Office at [nrpersec.helpdesk@nrp.doe.gov](mailto:nrpersec.helpdesk@nrp.doe.gov) and send the password for the PDF to the Personnel Security Office via a second, separate email.

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